

How To Review OGE 450 for Supervisors

Before you Begin . . .

- You need your Common Access Card (CAC) to eSign your OGE 450 Report.
- You must be registered as an FDM user. Refer to [How to Self Register for FDM](#) for details.
- You must login to FDM. Refer to [How to Login to FDM](#) for details.

Overview

This How To Guide provides instructions for:

- Selecting an OGE 450 Report to review
- Using the Reports List Filters
- Reviewing an OGE 450 Report
- eSigning an OGE 450 Report
- Adding Comments

Getting Started

1. Select a Report to View

A

Click the Review Filers tab

B

Click View to begin your review. Or, use the table below to select a different action.



Note: The actions you can take on a Filer's OGE 450 Report depend on the **Review Status**.

If Review Status is... You can:

Draft or Amend

View the report but you cannot **eSign**.

Under Review

- **End Review** to complete your review without eSigning.
Important! When you select **End Review**, FDM enters the date that you selected **End Review** in the **Review Date** field. You must eSign the report at a later time.

- **eSign** the report.
- **View** the report.

Complete

View the report.

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Note: Using the Reports List Filters

If the report(s) that you need to review are not displayed in the Reports List, use the drop down boxes (also called filters) to change the Reports List.

Filter:	Displays:
Form Type	Reports for a specific form: OGE 450 or SF 278
My Role	Reports associated with your role.
Year	Reports for a specific year.
Reporting Status	New Entrant or Annual reports.
Review Status	Reports in a specific status.

A

Change the filter settings (See note above).

B

Click Go.

Financial Disclosure Management

My Reports | My Info | **Review Filters** | Admin | Resources

Reports List

Welcome Bob Weisblatt

Annual OGE 450 Reports are due 30 November.

You have pending registrations. Go to [Pending Self Registration Requests](#) to confirm or deny registrations.

My OGE 450 Filer's Reports

Form Type: My Role: Year: Reporting Status: Review Status: [Printer-Friendly] [Report Summary] [Take OGE 450 Survey]

OGE 450 Supervisor 2005 -ALL- -ALL- [Go] [Reset]

Form Type	My Role	Year	Reporting Status	Review Status	Go	Reset	New Date	Signature Date	End Review
OGE 450	Supervisor	2005	-ALL-	-ALL-	[Go]	[Reset]			1
Baxter, Faye A.	Active	2005	Annual	Under Review					End Review eSign View

2. Review the Report

Click **Continue** on each Report Data page until you reach the Review Status page.



Note: Click the **View** button to see detailed information.

Financial Disclosure Management

My Info | **Review Filters** | Admin | Resources

Reports List | **Report Data** | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Under Review - Faye A. Baxter, 2005 Annual OGE 450 Report

Getting Started | **Non-Investment Income** | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Non-Investment Income

Instructions: Report for yourself and your spouse. For yourself, report all sources of salary and earned income such as salaries, fees, and honoraria (other than U.S. Government salary or retirement benefits, such as the Thrift Savings Plan) which generated more than \$200 in income during the reporting period. For your spouse, report all sources of salary and earned income (other than U.S. Government salary or retirement benefits, such as the Thrift Savings Plan) greater than \$1,000 (for honoraria if greater than \$200) during the reporting period. Exclude your dependent child's earned income.

Reporting Period: 10/01/2004 through 09/30/2005

Source of Income	Type of Income	Owner	No Longer Receiving
Carteret Board of Education, Carteret, NJ, USA	Salary (other than Federal Government)	Spouse	

[View Income](#) [Add Comment](#)

[Back](#) [Continue](#)

Common Questions

- What non-investment income can I exclude?
- What are some examples of reportable non-investment income?
- Glossary

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3. eSign the Report

A

Click **eSign** on the Review Status page.

B

Insert your CAC into the card reader when prompted.



Note: You can also click **eSign** from the Reports List page. See "Select a Report to View" on page 1.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | **Review Status**

Under Review - Faye A. Baxter, 2005 Annual OGE 450 Report

Report Progress

Created: 10/13/2005
Submitted: 10/13/2005
Amended:
Completed:

Signoff Progress

Filer: 10/13/2005
eSigned by: Baxter, Faye A.
Supervisor:
Reviewer:

Instructions: Click notify to send a "Please Review" Email Notification to a reviewer.

Currently Assigned Reviewers	Role	Review Date	Signature Date	
Naughton, Patrick	SLC			Notify
Warth, Chris	Supervisor's SLC			Notify
Weisblatt, Bob	Supervisor			

End Review | **eSign**

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Common Questions

- What is the difference between Review Date and Signature Date?
- What is the Amended date and how does it differ from the Submitted Date?
- Glossary

C

Click the **eSign** button displayed on the document. You may need to scroll down to see the eSign button.

Financial Disclosure Management

My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | **Review Status**

Please wait for the report to appear in the box below. Lengthy reports may take several minutes to generate and appear.

Back

Instructions: Please review the entire report in the window below utilizing the scroll bar before signing. The "eSign" button is on the cover page at the top of the document. To sign, just click the "eSign" button. The "eSign" button can be found below on the cover page of the report.

Save a Copy | Search | Select | 87% | Adobe Reader 2.0

OGE Form 450, 5 CFR Part 2634, Subpart I
U.S. Office of Government Ethics (OGE)
(Replaces 4/99 edition)

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Page Number: 1 of 3

Employee's Name (Last, first, middle initial): **Baxter, Faye A.** Position/Title: **Administration** Grade: **15** Reporting Status: ☐ New entrant ☒ Annual

Agency: **LEOC** Public Use Only: **ADP001, NJ, 07703-6207, USA** Work Phone: **732-555-5555** If New Entrant, Date of Appointment:

Check box if special Government employee (SGE) ☐ If an SGE, Home Address (Number, Street, City, State and ZIP Code):

I certify that the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.

Signature of Employee: **Faye A. Baxter** Digitally Signed By: **CN: BAXTER, FAYE A.1180101527** Date: **10/13/2005**

Signature of Agency's First Reviewing Official and Title: Date: Comments of Reviewing Official: Date:

(Check box if continued on reverse)

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D Accept the certification software.

E Select "I agree" to accept the statement, then click Continue.

F Select your certificate, then click OK.



Note: FDM displays the Review Status page. The **Review Date** and the **Signature Date** fields are updated to display the date that you eSigned the report.

4. Add Comments

A After selecting a report to review, click Comments.

B Click Add Report Comment.

C Enter your comment.

D Click Save.

Note: You can add comments to the entire report, or to a specific line item on the report. To add a comment for a specific line item: (1) Click **Report Data** and select a report category (**Assets** for example). (2) Click the **Add Comment** button for the line item that you want to comment upon. (3) Enter your comment in the text box, then click Save.

Author	Author Role	Date	Comment On	Comment	Record?
Weissblatt, Bob	Reviewer	10/25/2005	Report	Please supply the information we discussed last week.	<input type="checkbox"/>

Add Report Comment

Comment on: Report

Date: 10/25/2005 Author: Bob Weissblatt

OGE 450 of Record: ☐ (Include as part of OGE 450 of Record)

Please supply the information we discussed last week.

Save **Cancel**

Click checkbox if this is a "comment of record".